

# CITY OF MORGANTOWN

## COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

### Application Instructions

Applications must be delivered no later than 5:00 pm February 5, 2016

To:

City of Morgantown  
Attn.: CDBG Administrator  
Morgantown City Hall  
389 Spruce Street  
Morgantown, WV 26505  
(304) 284-7508



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# **I. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION SUBMITTAL CHECKLIST**

## **A complete CDBG application includes the following:**

- A. Application Cover Sheet Form (Exhibit A)
- B. Table of Contents
- C. Proposal Narrative - Six pages maximum not including exhibits and attachments
  - Introduction
  - Section 1: Need for a Community Development Block Grant
  - Section 2: Project Effectiveness
    - a. Outcome and Performance Measurement
    - b. Methodology, including Task Worksheet (Exhibit B)
    - c. Evaluation
  - Section 3: Budget, including Budget Itemization (Exhibit C)
- D. Required Attachments –
  - 1. Copy of organization's most recently submitted Federal Tax Returns (Form 990 or 990E Z) (Not applicable to governmental bodies or schools.)
  - 2. If applicable, copy of organization's IRS 501(c) determination letter (Not applicable to governmental bodies or schools.)
  - 3. Copy of registered by-laws
  - 4. List of Board of Directors and Officers of the Agency
  - 5. List of Organizational Staffing with position titles
  - 6. Copy of minutes from last Board meeting
- E. Optional Attachments (Letters of Support, Resumes, etc.)

**\* Include one original and three (3) copies of the application printed single sided on 8½" x 11" paper with all pages numbered consecutively.**

### **a. 2012 - 2013 Community Development Block Grant Schedule**

<b>DATE</b>	<b>ACTIVITY</b>
<b>November 12, 2015– February 5, 2016</b>	<b>Project Proposal Development</b>
<b>November 12, 2015</b>	<b>CDBG Funding Workshop</b>
<b>February 5, 2016</b>	<b>Application Deadline</b>
<b>March 29, 2016</b>	<b>Council reviews proposed projects</b>
<b>April 1, 2016</b>	<b>Public Hearing on 2016 Action Plan</b>
<b>April 1-30, 2016</b>	<b>Public Comment Period</b>
<b>May 3, 2016</b>	<b>City Council approval of projects to be funded</b>
<b>May 15, 2016</b>	<b>Action Plan submitted to HUD</b>
<b>July 1, 2016</b>	<b>Program year begins</b>

## II. CDBG PROGRAM SUMMARY AND GUIDELINES

### BACKGROUND

The United States Department of Housing and Urban Development (HUD) awards grants to communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, encouraging economic development, and providing improved community facilities and services. One such grant is the Community Development Block Grant (CDBG).

Individual communities are allowed to develop their own programs and funding priorities with public input. The City of Morgantown 2014-2018 Consolidated Plan describes the programs and funding priorities established locally. An Action Plan is prepared annually to implement the Consolidated Plan. Organizations interested in receiving CDBG funds send in applications for fund use; those that are accepted are then included in the yearly Action Plan.

CDBG funds **must** be used for activities which meet certain CDBG National Objectives (Exhibit F). First, communities are required to give maximum feasible funding priority to activities which ***benefit low- and moderate-income persons (no less than 70 percent)***. Activities may additionally ***benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight***, or in certain circumstances, ***meet other community development needs having a particular urgency***. These three categories of activities are referred to as the “CDBG National Objectives.”

The City provides **up to 15 percent** of its CDBG funds on a competitive basis to eligible outside agencies for **public services activities** that meet one or more of the above CDBG National Objectives and that will further the City's CDBG Goals and Objectives, as stated in the 2009-2014 Consolidated Plan (Exhibit G).

### APPLICANT ELIGIBILITY

Eligible applicants are limited to 501 (c) (3) nonprofit organizations, government agencies, school districts, and, under limited circumstances, for-profit businesses.

### GRANT TERM

The term of the grant is for a 12-month period, beginning July 1<sup>st</sup>. **All costs must be incurred and requests for payment received by the City during this term.**

### APPLICATION FILING PROCEDURES

Applications may be mailed or hand-delivered to the City Manager's Office. Mailed applications must be received by **Friday, February 5, 2016**. Hand-delivered applications must be received by **5:00 p.m. on February 5, 2016**. The address is on cover page of this packet.

Applications delivered after 5:00 p.m. will be returned to the applicant and will not be considered for funding.

***It is your responsibility to ensure that the application is delivered on time.***

**ELIGIBLE ACTIVITIES/COSTS**

Not less than 70 percent of CDBG funds must be used for activities that benefit low- and moderate-income persons. Additionally, activities must also meet one of the previously mentioned National Objectives. As described earlier, the National Objectives for the CDBG Program support activities which:

- 1) provide primary benefit to lower-income persons or households;
- 2) aid in the elimination of slums or blight; or
- 3) meet other identified community development needs having a particular urgency.

***Additionally, eligible programs must serve City of Morgantown residents. This means that at least 51 percent of those benefiting from CDBG fund use must live within city limits. The City of Morgantown is outlined in blue on the map included in this packet (Exhibit E).***

Eligible activities may include, but are not limited to:

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Public services;
- Fair housing activities;
- Activities relating to energy conservation and renewable energy resources; and
- Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Eligible activity costs may include:

- Direct personnel costs necessary to carry out the activity;
- Reasonable administrative costs relating to oversight of the activity;
- Fair housing counseling;
- Materials and supplies necessary to the activity; and
- Rent, insurance, and utilities associated with the activity location.

**INELIGIBLE ACTIVITIES/COSTS**

Generally, the following types of activities are ineligible:

- Those activities not meeting a National Objective;
- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities; and
- Construction of new housing.

Generally, the following types of costs are ineligible for funding:

- Any costs not directly related to the implementation of the activity described in the approved application;
- Costs incurred prior to July 2016, or after the expiration of the CDBG contract; and
- Administrative costs that are considered excessive or unreasonable.

If you are unsure if your project, program, or monetary need is eligible for CDBG funds, contact the Office of Community Development at the number given on the front of this packet.

### **III. CDBG APPLICATION REVIEW AND AWARD PROCESS**

#### **APPLICATION REVIEW**

After the close of the application period, City staff will review each submitted application for completeness and for basic CDBG Program eligibility. Those applications determined to be either incomplete or ineligible for funding will be returned to the applicant. Staff will then evaluate all remaining applications using the ranking criteria listed in Exhibit D. A written evaluation of each application will be prepared.

Staff will rate and rank each proposal using the criteria in Exhibit D. The maximum points that an application can receive will be 100. The staff will determine its funding recommendation to be forwarded to the City Council based in part upon the proposal's cumulative average numerical score, as well as staff's input on each application.

**The City Manager shall consider staff's written evaluation and formulate a funding recommendation to be forwarded to the City Council.**

#### **PUBLIC COMMENT PERIOD**

A Draft Action Plan will be given to the Council at its meeting on March 31, 2015. After this meeting will begin a 30-day public comment period (April 1 – 30, 2015) where all interested and engaged parties may examine the Draft Action Plan and give comment. Comments are appreciated and will be considered before the Final Action Plan is submitted.

#### **CITY COUNCIL AWARD OF FUNDING**

The Morgantown City Council will consider the recommendation regarding public service funding requests and the City Manager's recommendation regarding all other categories of funding requests at its meeting in May 3, 2016. In addition, **a public hearing** will be conducted at the same time to allow additional public comment on the proposed activities. Staff will notify applicants of the City Manager's recommendations prior to the City Council meeting. Those activities approved for funding by the Morgantown City Council will be included in the City's Final Action Plan and submitted to HUD for its review.

### **IV. CDBG PROGRAM ADMINISTRATION**

#### **CDBG CONTRACT**

Following the City Council's approval of the 2016 CDBG proposed activities and completion of the HUD review, in approximately mid-June 2016, staff will prepare CDBG contracts for all approved activities.

Each contract will contain the terms and conditions of the CDBG funding, a description of the approved activity and costs, and will specify applicable insurance requirements including comprehensive general liability, workers' compensation, and vehicle coverage. The person designated by resolution will be required to sign the CDBG contract and return it to the City.

All contracts will then be executed by the City. CDBG contracts will be for a term not to exceed 12 months beginning, at the earliest, July 1, 2016.

## PAYMENT OF CDBG FUNDS

CDBG funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Budget Itemization Worksheet (Exhibit C) and narrative upon submittal of payment request and all required documentation (e.g. receipts, invoices, etc.). **Program expenditures cannot take place prior to July 1<sup>st</sup>.**

## REPORTING REQUIREMENTS AND MONITORING

CDBG recipients shall be required to submit a **quarterly progress report** regarding the funded activity. The City CDBG Grant Administrator may request additional reporting from a recipient. ***Noncompliance could result in suspension or termination of the contract and reallocation of the CDBG funds.***

The City's CDBG Administrator or designee will schedule periodic on-site monitoring of all funded activities. Each CDBG recipient is responsible for maintaining written records sufficient to confirm the eligibility of individual activity participants as well as all activity financial records required by the CDBG contract. ***New HUD standards require quarterly reports to be turned in within 15 days of the end of the quarter.*** Failure to do so will result in delayed funding.

## V. APPLICATION INSTRUCTIONS

The application must be printed single sided on 8½" x 11" paper, with all pages numbered consecutively. Use no smaller than 12-point type and use one-inch page margins all around. **An original and three (3) copies of the application package must be submitted.** Staple applications in the upper left-hand corner. Please do not use covers, binders or folders.

All application materials will become the property of the City of Morgantown.

The CDBG application ***must*** contain the following information in the order prescribed:

- A. Application Cover Sheet Form (Exhibit A)
- B. Table of Contents
- C. Proposal Narrative - Six pages maximum not including exhibits and attachments
  - i. Introduction
  - ii. Section 1: Need for a Community Development Block Grant
  - iii. Section 2: Project Effectiveness
    - a. Outcome and Performance Measurement
    - b. Methodology, including Task Worksheet (Exhibit B)
    - c. Evaluation
  - iv. Section 3: Budget, including Budget Itemization (Exhibit C)
- D. Required Attachments –
  - 1. Copy of organization's most recently submitted Federal Tax Returns (Form 990 or 990E Z) (Not applicable to governmental bodies or schools.)
  - 2. If applicable, copy of organization's IRS 501(c) determination letter (Not applicable to governmental bodies or schools.)

3. Copy of registered by-laws
  4. List of Board of Directors and Officers of the Agency
  5. List of Organizational Staffing with position titles
  6. Copy of minutes from last Board meeting
- E. Optional Attachments (Letters of Support, Resumes, etc.)

Each part of the application is discussed in further detail below.

### **A. Cover Sheet (Exhibit A)**

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the form immediately follow the form in this packet.

### **B. Table of Contents**

Provide a table of contents identifying each section and its page number.

### **C. Proposal Narrative (Including Exhibits B and C)**

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address, at the very least, the information contained in the ranking criteria (Exhibit D). The applicant is responsible for supplying sufficiently detailed information for staff to fully evaluate the proposal.

Required attachments to support the proposal narrative include the Task Worksheet (Exhibit B) and the Budget Itemization Worksheet (Exhibit C).

#### **i. Introduction: Project Summary (Be brief - 1 page)**

- Identify the applying organization; include type of legal structure (i.e., 501(c) 3 non-profit, partnership, etc.).
- Briefly, describe your organization's purpose, other programs currently operated, and any alliances with other agencies.
- Briefly describe your project, including the total cost of the project from all sources.
- Identify the amount being requested from CDBG.

#### **ii. Section 1: NEED (30 points)**

Provide convincing reasons why your project should be funded:

- What local community problem does your proposal address?
- Clearly identify the target audience, its size, and explain why they need the project.
- What health, safety, educational, shelter, or other social need would be reduced by the project?
- Are there other programs in the community that address similar issues? How is your proposal different?
- What other sources of funding are available? Have you applied for other grants? (Describe)
- How are the CDBG National Objectives and the City of Morgantown's city objectives applicable? (Exhibits F,G)

#### **iii. Section 2: PROJECT EFFECTIVENESS (40 points)**

- a. Outcome and Performance Measurements (Handout 1):

- What are the specific and measurable objectives of the project? How do they relate to the need identified in Section 1?
- Provide a projection of the number expected to be served by the project. How many of these are anticipated to be City of Morgantown residents? (Exhibit E) Can the objectives as outlined be met within the 12-month grant term?

b. Methodology (Task Worksheet - Exhibit B) This section should include both a narrative portion and a completed Task Worksheet:

- What tasks will be conducted to achieve the objectives? Tasks should explain how your objectives will be implemented.
- Who will perform the tasks? Is back-up staff available?
- Who else will be involved in this project (e.g., partner agencies, contractors, volunteers)?
- What are their roles and responsibilities?
- Provide evidence that your organization possesses sufficient staff resources, technical and professional expertise, and experience to carry out the proposed project.
- What problems may be faced during the implementation of the program?
- What plans are there for dealing with these challenges?
- Is the program likely to continue after the grant period?
- How will the project be funded after the grant term ends?
- What are the consequences if the proposal is not funded?
- Describe the involvement of cooperating agencies/organizations, if any.

c. Evaluation:

- Describe methods that will be used to evaluate the success of the project and use outcome and performance measures to determine whether objectives were accomplished.
- Who will be responsible for the evaluation?
- Describe any evaluation reports to be produced (internal or external).
- Describe past funding, if any, received from the City. Describe any issues regarding past funding (e.g., were performance goals met? Were there any reporting problems?) If negative issues are identified, please describe how this project will be different.

#### **iv. Section 3 COST EFFECTIVENESS/BUDGET (30 points) (Budget Itemization Worksheet - Exhibit C)**

Budget section should include both a narrative portion and a completed Budget Itemization Worksheet (Exhibit C):

- Provide a budget that is sufficiently detailed to determine that proposed expenditures are reasonable.
- *All* tasks identified in the Task Worksheet and narrative *must* be itemized in the budget. All budget items listed in this proposal should be reflected in the Task Work sheet.
- Budgeted items for miscellaneous, contingency, or administrative costs should be clearly described and kept to a minimum.
- Reference the ineligible and eligible cost sections of this application package to determine eligible costs.

- Provide recent quotes and estimates; tie them to specific budget items. Reference the exhibit or attachment number of your quotes/estimates.
- Provide details for equipment, services, and supplies requested.
- Provide narrative justification of all non-specific costs, such as overhead and miscellaneous.
- Is the project cost effective? Please provide a cost per unit of service estimate in the narrative. (For example: if total project cost is \$10,000 and project will assist 120 persons, then the cost per unit of service is \$83.33.  $10000/120 = 83.33$ ).
- Describe other funding sources that either have been used in the past for the project or will be used currently to undertake the project. **Be specific.** Describe status of current funding sources (e.g., funding approved month/day/year; application pending; application to be submitted; etc.) In the case of past funding sources, describe why these sources are no longer available.
- Describe any cost saving measures incorporated into the project (e.g., use of volunteer labor, donations, in-kind contributions, etc.).

#### **D. Required Attachments**

1. Copy of organization's most recently submitted Federal Tax Returns (Form 990 or 990E Z) (Not applicable to governmental bodies or schools.)
2. If applicable, copy of organization's IRS 501(c) determination letter (Not applicable to governmental bodies or schools.)
3. Copy of registered by-laws
4. List of Board of Directors and Officers of the Agency
5. List of Organizational Staffing with position titles
6. Copy of minutes from last Board meeting

#### **E. Miscellaneous Optional Attachments**

If desired, attach resumes here. Letters of support and qualification statements for staff or others working on the project are also optional. Letters of support should be specific to the current CDBG application and reflect an understanding of the project.

#### **APPLICANT FINAL CHECKLIST**

- Have you read all the instructions?
- Double check your application and make sure everything requested is included, and in the order prescribed.
- Do you have the cover sheet, Task Worksheet, and Budget Itemization attachments?
- Is the proposal clearly presented and complete?
- Do you have the original and three (3) copies to be sent?
- Include resumes, endorsements, references, etc., if appropriate.

**GOOD LUCK!**

**EXHIBIT A - APPLICATION COVER SHEET**

Applicant:	
Street Address:	
City and Zip Code:	
Mailing Address (If different from street address):	
City and Zip Code:	
<b>Primary Contact</b> (Name & Title):  Phone:  Fax:  E-mail Address:	
<b>Finance Officer</b> (Name & Title):  Phone:  Fax:  E-mail Address:	
<b>Program Director</b> (Name & Title):  Phone:  Fax:  E-mail Address:	
Brief Description of Project (3-5 Sentences):  _____  _____  _____  _____	
Total CDBG Funding Request: \$ _____ <b>DUNS Number:</b> _____	
<b>Certification:</b> I declare, under penalty of perjury, that all information submitted for consideration for allocation of CDBG funds is true and accurate to the best of my knowledge and belief.  Print Name:  Signature: _____ Date: _____ (Chairperson or President of Bard) Phone: _____	
<b>Warning!</b> Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.	

## **INSTRUCTIONS FOR APPLICATION COVER SHEET**

The form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly.

### **Applicant:**

This is the name of the organization that is submitting the funding request (e.g., Women's Refuge, Y.M.C.A, etc.).

### **Primary Contact:**

This person is responsible for carrying out the day-to-day management and implementation of the activity for which CDBG funds are requested. All City CDBG correspondence will be directed to this individual.

### **Finance Officer:**

This person is responsible for compiling payment requests and tracking all CDBG expenditures.

### **Program Director:**

This individual has ultimate responsibility for the project (e.g., Department Director, Lead Counselor, etc.).

### **Brief Description of Project:**

Include a three to five sentence summary of the proposed project. This summary may be distributed by the City to the public.

### **Total CDBG Funding Request:**

The total number of dollars being requested from the City's CDBG Program rounded to the nearest dollar. Do not include applicant contributions, other funding, or in-kind services.

### **CCRS Number:**

The Central Contractor Registration (CCR) system is a highly secure, single repository of vendor data used government wide. This helps identify organizations. Vendor registration provides common data in one central location via a simple web application accessed by a browser. You only need to register once. You may also apply for a CCRS number online at:

<http://www.hud.gov/offices/adm/grants/ccrinfo.cfm>.

The following information will be requested when you apply: legal name of organization; name and address of headquarters; any other name that the business does business as or is recognized by; physical address, city, state, and zip code; mailing address if different from physical address; telephone number; contact name and title; number of employees.

### **Signature:**

The designated signature authority should be named in the funding application resolution and will be the only person able to sign the CDBG Funding Contract.

**EXHIBIT B - TASK WORKSHEET FORM**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: \_\_\_\_\_

TASK NUMBER	DESCRIPTION OF ACTIVITY	OBJECTIVE	STAFF or CONTRACTOR	TIME PERIOD
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**INSTRUCTIONS FOR COMPLETING THE TASK WORKSHEET**

The form (Exhibit B) may be adapted to each applicant's computer software; however, the format must be followed exactly. The Task Worksheet must list all activities/project tasks described in the project narrative that are necessary to complete the proposed project. Use additional sheets if necessary.

1. Fill in the applicant name, activity, and the date that the task worksheet was completed in the appropriate spaces.
2. List (number) and describe the proposed major project tasks to be undertaken, the objective of each activity, who is responsible for completing the task (e.g., agency staff by title, outside contractor, volunteer staff, etc.), and the time period in which the task will occur.

**EXHIBIT 1 - SAMPLE TASK WORKSHEET**Applicant: Do Good Organization Date: February 1, 2007Activity: XYZ Public Service Activity

TASK NUMBER	DESCRIPTION OF ACTIVITY	OBJECTIVE	STAFF or CONTRACTOR	TIME PERIOD
1	Develop workshop training materials	To ensure staff are all on the same page and we are consistent in presentation	Various staff	July 1-30, 2007
2	Run newspaper ads for workshop	To publicize for the workshop in order to reach the most people	R/S; other local papers	July 15-30, 2007
3	TV and radio public service announcements	To publicize for the workshop in order to reach the most people	Local stations	July 15-30, 2007
4	Conduct workshops	To address problem X in the community by providing service Y	Various staff	Aug. – Dec., 2007
5	Evaluation of program	To see how we can improve the workshop to have a greater impact next year	Various staff	January 2008
6				
7				
8				
9				
10				

**EXHIBIT C - BUDGET ITEMIZATION WORKSHEET FORM**

Applicant:	Activity:	
Activity Cost:	CDBG only	All Sources
<b>Program Implementation</b> (Direct Program Costs)		
Task 1:		
Task 2:		
Task 3:		
Task 4:		
Task 5:		
Task 6:		
Task 7:		
Task 8:		
Task 9:		
Task 10:		
<b>TOTAL Program Implementation</b>		
<b>Personnel/Other Costs</b> (Program Administration)		
<b>TOTAL Personnel/Other Costs</b>		
<b>TOTAL CDBG REQUEST</b>		
<b>TOTAL ACTIVITY COST - ALL SOURCES</b>		

## INSTRUCTIONS FOR COMPLETING THE BUDGET ITEMIZATION WORKSHEET

The form (Exhibit C) may be adapted to each applicant's computer software; however, the format must be followed exactly. The worksheet sections can be expanded or the worksheet form duplicated as necessary to allow for multiple tasks or cost itemization. All activities/project tasks described in the Task Worksheet (Exhibit C) and application narrative must be itemized in the budget.

**Copies of recent quotes and estimates of cost for materials or outside work should be attached to the worksheet.** Information contained in the budget itemization worksheet and the budget narrative should be consistent, accurate, and as complete as possible.

1. Fill in the applicant name, activity, and activity cost in the appropriate spaces.

2. Program Implementation Section:

With the exception of personnel costs, all costs directly related to program implementation should be itemized in this section. Include a cost itemization of all tasks described in either the Task Worksheet or narrative.

The narrative should clearly state if there is no cost to a particular task (i.e., task will be accomplished utilizing volunteers, etc.) Do not include estimates of donated materials or services on the budget itemization worksheet.

If desired, value estimates for donated labor, materials, etc., may be included in the narrative. Attach copies of recent quotes, material cost estimates, etc. The total project cost for each item and the amount, if any, of CDBG funding to be utilized must be identified.

3. Personnel/Other Costs Section:

All personnel costs should be itemized in this section.

Miscellaneous costs not directly related to program implementation should also be indicated here. (Please see sample provided for examples of indirect cost items.) Justification for all indirect costs should be included in the narrative.

For each item, the total project cost and the amount, if any, of CDBG funding to be utilized must be identified.

**\* Include one original and three (3) copies of the application printed single sided on 8½" x 11" paper with all pages numbered consecutively.**

**EXHIBIT 2: SAMPLE BUDGET ITEMIZATION WORKSHEET**

Note: The completed sample worksheet is intended to show the level of detail we are seeking for the budget only and does not necessarily reflect appropriate project cost effectiveness, leveraging ratios, or other application criteria.

Applicant: DO GOOD ORGANIZATION	Activity: XYZ PUBLIC SERVICE ACTIVITY	
Activity Cost	CDBG only	All Sources
<b>Program Implementation</b> (Direct Program Costs)		
Task 1: Develop workshop training materials	\$10,000.00	\$15,000.00
Task 2: Newspaper ads for workshop (12 @ \$125 e a.)	\$1,000.00	\$1,500.00
Task 3: T V and radio ads (6 @ \$ 350 avg. ea.)	\$1,000.00	\$2,100.00
Workshop classroom rent, including utilities: 8 hrs./mo. @ 25.00/hr for 4 months (Morgantown location ) (See attach ed Budget Exhibit A: Rent quotation for 1 02 Main Street, Suite 200, Morgantown)	\$800.00	\$800.00
Work shop supplies (pencils, chalk, pa per supp lies, pens, etc.) @ \$5.00 per student, 300 students per year. (See attached Budget Exhibit B: Cost itemization from Office Depot)	\$0.00	\$1,500.00
Task 6:		
Task 7:		
<b>TOTAL Program Implementation</b>	\$12,800.00	\$20,900.00
<b>Personnel/Other Costs</b> (Program Administration)		
Workshop Coordinator: 1,000 hours @ 25.00/hr., including benefits (developing and conducting work shops)	\$25,000.00	\$25,000.00
Workshop Clerical Support: 240 hours @ 11.50/hr., no benefits (typing workshop materials, program accounting)	\$2,760.00	\$2,760.00
Workshop Manager: 48 hours @ 55.00/hr., including benefits (general grant administration)	\$2,640.00	\$2,640.00
Workshop staff travel expenses, 120 miles round trip @ 0.30 per mile between Morgantown classroom site and HQ, 2 X per month for 5 months (includes set-up and close down of site)	\$360.00	\$360.00
Annual subscription to "Workshop Times" magazine	\$0.00	\$25.00
1-day seminar "Workshop Techniques for the 21 <sup>st</sup> Century" in Sacramento , August 2001, for 2 staff persons @ \$500.00 each (includes seminar fee, travel, lodging, and meals)	\$0.00	\$1,000.00
<b>TOTAL Personnel/Other Costs</b>	\$30,760.00	\$31,785.00
<b>TOTAL CDBG REQUEST</b>	\$43,560.00	
<b>TOTAL ACTIVITY COST - ALL SOURCES</b>		\$52,685.00

**EXHIBIT D - CITY OF MORGANTOWN CDBG PROGRAM APPLICATION RANKING CRITERIA**

## General Review Criteria - MAXIMUM POINTS 100

**Section 1: 30 Points Maximum**

**NEED** - The CDBG proposal clearly describes and demonstrates the local need for the project as well as the benefits and end products resulting from implementation of the project. At a minimum, the proposal:

- Provides convincing reasons why the project should be funded;
- Addresses identified gap in service or current need;
- Describes potential impact of the project on other community services/programs; and
- Is consistent with a CDBG National Objective.

Maximum points in this category will be given to those projects that:

- Demonstrate primary benefit to lower-income City of Morgantown households and persons;
- Address needs not met through other existing programs; and
- Meet a CDBG National Objective and address a local problem.

**Section 2: 40 Points Maximum**

**PROJECT EFFECTIVENESS** - The CDBG proposal Task Worksheet and narrative are sufficiently detailed to determine that the project contains specific and measurable goals and objectives that appear to be achievable and realistic. The proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. At a minimum, the proposal:

- Is based on the identified need described in the narrative;
- Demonstrates that the objectives can be achieved within the 12-month contract period;
- Demonstrates the applicant possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project;
- Describes clearly the criteria for determining success;
- Identifies process and staff responsible for submitting necessary progress reports;
- Demonstrates ability to solve routine problems relative to the project; and
- Sufficiently describes any past performance issues and provides convincing evidence that change has been implemented to prevent re-occurrence.

Maximum points in this category will be given to those projects that:

- Provide effective long-term solutions to an identified community need;
- Demonstrate an ability to continue the project, if necessary, in subsequent years without the use of additional CDBG funds; and
- Include evidence of coordination of efforts between community agencies.

**Section 3: 30 Points Maximum**

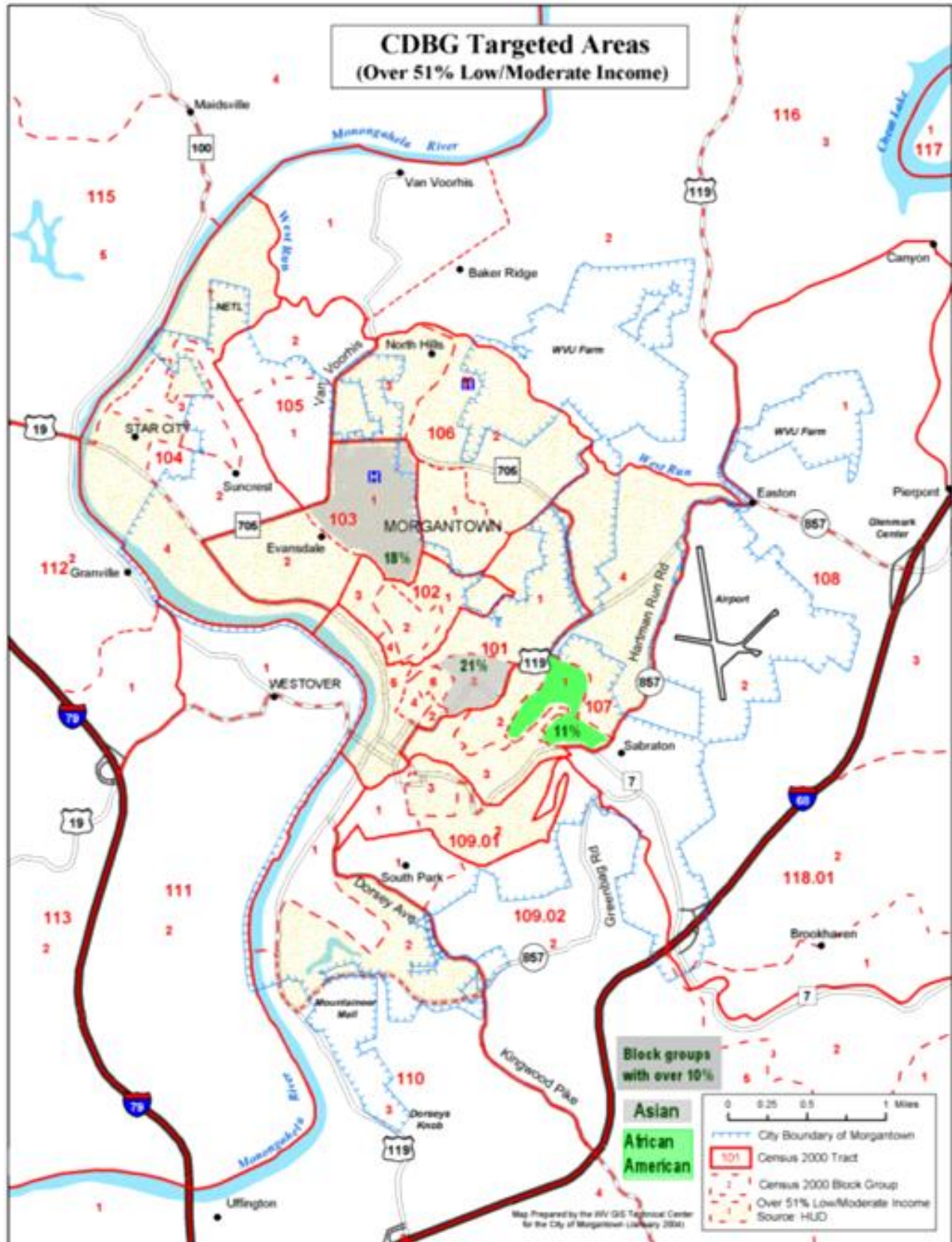
**COST EFFECTIVENESS/BUDGET** – The CDBG proposal demonstrates that the project is cost effective in relation to the cost per unit of service provided and the magnitude of the community need addressed. At a minimum, the proposal:

- Has a Budget Itemization Worksheet that is sufficiently detailed to determine that the proposed expenditures are reasonable;
- Has the program tasks described in the Task Worksheet and narrative itemized in the budget;
- Describes cost saving techniques – e.g., use of volunteers, in-kind services, etc;
- Clearly describes and justifies any budget items for administrative costs; and
- Describes all other project funding sources fully.

Maximum points in this category will be given to those projects that:

- Provide a low cost per unit of service in conjunction with addressing a significant community need;
- Leverage a variety of funding sources to accomplish the project;
- Incorporate cost saving techniques – e.g., use of volunteers, in-kind services, etc., into the project design; and
- Have a low-administrative cost ratio (administrative costs ÷ total project costs).

**EXHIBIT E – CITY OF MORGANTOWN BOUNDARIES**



**EXHIBIT F – CDBG NATIONAL OBJECTIVES**

The primary objective of the CDBG Program is to promote decent housing, suitable living environments and expanded economic opportunities **primarily for people of low/moderate income**. Within that objective, one of three following National Objectives must also be met:

1. Activities Assist L/M Income Persons;
2. Activities Aid in the Prevention/Elimination of Slum or Blight; or
3. Activities Meet Urgent Community Development Needs

**1. L/M Income Persons****Area Benefit**

There are various activities that can be done for L/M neighborhoods that would benefit all residents in those areas. These activities include street improvements, water and sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts.

The requirements for these activities are that the neighborhood be at least 51 percent L/M income. If the area is less than 51 percent, it will still be considered to meet the objective of benefiting L/M persons.

The CDBG program also requires that 70 percent of the funding be spent on L/M income persons or areas. There are special assessments that would provide a public improvement to all residents of an area. However, it is limited to paying special assessments levied against residential properties owned and occupied by persons of low- and moderate-income.

**Limited Clientele Activities**

To be considered for an activity, the clientele benefiting from the activity must be 51 percent L/M income. There are certain groups that are presumed to be principally L/M income clientele. The list includes:

- abused/battered children;
- abused/battered spouses;
- elderly;
- people with severe disabilities;
- homeless persons;
- illiterate adults;
- persons living with AIDS; and
- migrant farm workers.

The activities that would benefit this clientele include:

- acquisition, construction, and rehab of property for housing; and
- creation or retention of jobs.

Activities that would be geared towards removing the physical barriers to the mobility of the elderly and people with severe disabilities include:

- reconstruction of public facilities;
- rehab of privately owned nonresidential buildings; and
- rehab of common areas of residential structures with more than one dwelling unit.

Other activities would include micro-enterprising activities such as providing credit, technical assistance, or just general support. These activities are not subject to the public service restrictions. Along with those activities, job training and placement services will be offered. Benefits such as support services, counseling, childcare, and transportation will be offered.

However, less than 51 percent of CDBG funds are used only for support services and job training. The total CDBG funds given are proportional to the number of persons helped.

### **Housing Activities and Providing Improved Permanent Residential Structure**

In an effort to improve permanent residential structures, new properties can be acquired and/or rehabilitated. The conversion of nonresidential structures as well as some new housing construction will help with the improvement.

Efforts can also be made to make rent affordable for rental housing. If the area is not over the 51 percent barrier, then attempts may be made to assist in reducing the development cost for new construction of multi-family housing. The area must have at least 20 percent of the occupancy be L/M income persons. The CDBG funding will be proportional to L/M income occupancy.

The CDBG also has a responsibility to affirmatively further fair housing. Title VIII of the Civil Rights Act of 1968 and its amendments disallow discrimination on the basis of race, color, religion, sex, national origin, familial status (number and age of children) and disability in all matters of housing-related activities.

Recipients of CDBG funds are held accountable to certify that they will affirmatively further fair housing. This may be done through analysis of fair housing impediments within the city, actions to remove said impediments, and records of these analyses and actions.

Other eligible fair housing costs include:

- Education to make persons aware of fair housing options;
- Enforcement;
- Outreach;
- Avoiding unnecessary concentrations of fair housing assisted people in areas of L/M income persons; and
- Other activities as necessary.

### **Job Creation/Retention Activities, L/M Income Persons**

These are activities designed to create or retain permanent jobs for L/M income persons. 51 percent of the full time jobs created must involve employment of L/M income persons.

Two areas will be addressed with these activities:

- The first is “jobs that will be lost without CDBG assistance.” These are jobs known to be held by L/M income persons and also jobs that will turn over within two years to a L/M income person.

- The second area is “jobs not held by L/M income persons.” The main focus here is on jobs that have no prerequisites of a high school diploma, work experience, or special skills.

Empowerment zones and/or enterprise communities would be another activity employed. Areas that have crime, narcotics use, homelessness, abandoned houses, and or a deteriorating infrastructure would be targeted for this activity.

## **2. Prevention or Elimination of Slums or Blight**

### **Area Benefit**

Activities geared towards the prevention/elimination of slums and blight in an area depend on the overall condition of the neighborhood. The area must meet the definition of a slum – a blighted, deteriorated area. There must also be a substantial number of buildings that would be classified as deteriorating.

### **Activities**

The acquisition, clearance, relocation, and historic preservation will eliminate blight or physical decay on a spot basis not located in a slum or blight designated area. Rehabilitation is limited to conditions necessary to eliminate specific conditions.

The Neighborhood Development Program (NDP) says that any rehabilitation activity benefiting L/M income persons can be undertaken without regard to the area in which it is located or the extent or nature of the rehabilitation.

## **3. Community Development of a Particular Urgency**

### **Activities**

Activities that fall under the objective of community development of a particular urgency must be of a serious and immediate threat to the health and well being of the community. The threat must be recent, within 18 months. The community must be unable to finance the activity on its own as well as not be able to receive funding from other sources.

**EXHIBIT G – CITY OF MORGANTOWN’S CDBG GOALS AND OBJECTIVES**

The strategies, goals, and priority needs and objectives developed in the City’s FY 2009-2014 Consolidated Plan are given here. Consider these during the development of CDBG applications.

The City provides up to 15% of its CDBG funds on a competitive basis to eligible outside agencies for public service activities that meet one or more of the CDBG National Objectives **and** that will further the City’s CDBG Goals and Objectives as stated below.

**Affordable Housing Strategy Goals:**

1. Establish a fund to purchase multi-unit rental housing to rehabilitate and turn over to homeless shelter agencies as affordable housing units.
2. Operate home-improvement rehabilitation programs to assist low- and moderate- income homeowners in repairs and improvements.
3. Operate an Emergency Repair Program to provide assistance in addressing emergency conditions that threaten the health, safety, and well-being of residents.
4. Operate a Rental Rehabilitation Program to increase availability and quality of rental property that is affordable to low- and moderate-income persons by rehabilitating existing properties, and provide qualifying owners financial incentives to improve exterior conditions and appearances of rental units.
5. Operate a Barrier Free Program to aid elderly and people with disabilities with modifications to residential units.
6. Fund the purchase of vacant or abandoned property to clear for residential housing for low- and moderate-income persons.
7. Work with Morgantown Housing Authority and the WV Housing Fund to purchase, rehabilitate and provide multi-unit apartments to homeless agencies for affordable housing.
8. Operate the Down Payment Assistance Program to help low-income, first time homebuyers with down payments when purchasing property in the City of Morgantown.

**Homelessness Goals:**

1. Establish a work program for day and community work through BOPARC, Main Street Morgantown, local businesses, the Bartlett House, and Monongalia County Mental Health Associates.
2. Provide transportation for low-income workers in off hours and unusual locations.
3. Assist agencies providing services to low- and moderate-income individuals and families to prevent homelessness.
4. Assist homeless health care services.
5. Assist the Mon Valley Homeless Initiative CoC in a needs/gap analysis of current programs.
6. Assist the Mon Valley Homeless Initiative CoC in a street count for homelessness.

**Anti-Poverty Strategy Goals:**

1. Work with agencies to identify and resolve barriers to independent living, and promote self-sufficiency for low- to moderate-income persons through job training, literacy programs, medical treatment, barrier removal and rehabilitation, and transportation.
2. Work with agencies to enhance, maintain, and support existing out-of-school time (OST) programs, and to increase awareness and availability of OST programs for school-based pre-K families.

3. Work with agencies to educate and eliminate alcohol and substance abuse and gang-related activities among the youth population.

Infrastructure Goals:

1. Provide new or improved sidewalks/infrastructures in targeted low-income areas, and support these improvements by making accessibility possible.
2. Remove barriers at all public facilities to make them ADA compliant, including physical barriers for people with mobility disabilities along with barriers for people with visual or auditory disabilities.

Parks and Recreation Goals:

1. Support BOPARC to improve parks, playgrounds, and other recreational opportunities that primarily serve low- and moderate-income neighborhoods.
2. Support BOPARC to expand green space throughout low-income neighborhoods to provide pocket parks, including playground, trails, and picnic areas.
3. Support BOPARC in identifying a location along Decker's Creek Trail for a pedestrian bridge across Decker's Creek to connect the Greenmont Neighborhood with trail access.

Lead-Based Paint Goals:

1. Support the Code Enforcement Division of the Public Works Department and the Morgantown Housing Authority in expanding services to remove and track lead-based paint hazards in rental units and older buildings.

A full version of the Morgantown Strategic Plan as part of the City of Morgantown's FY2009-2014 Five Year Consolidated Plan And FY2009 Action Plan can be found at

<http://www.morgantownwv.gov/government/city-government/development-services-department/community-development/>

***\* Include one original and three (3) copies of the application printed single sided on 8½" x 11" paper with all pages numbered consecutively.***

**HANDOUT 1 – PERFORMANCE MEASURES****How to Measure Performance Outcomes**

The U.S. Department of Housing and Urban Development (HUD) developed in 2005 the Outcome Performance Measurement System to measure the performance of key HUD programs like the Community Development Block Grant. This system includes three main objectives, three outcome categories associated with those objectives, and a series of output indicators to help determine whether the outcomes and objectives were reached. **Keep the following in mind during the application and performance report process.**

**HUD Objectives:**

1. **Suitable Living Environment** - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
2. **Decent Housing** - This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
3. **Creating Economic Opportunities** – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**HUD Outcomes:**

1. **Availability/Accessibility** – This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available and/or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.
2. **Affordability** – This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
3. **Sustainability: Promoting Livable or Viable Communities** – This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods to make them livable or viable. Actions that may achieve this include: providing benefits to persons of low- and moderate-income; removing or eliminating slums or blighted areas; and other activities or services that sustain communities or neighborhoods.

Each outcome category can be connected to each of the three overarching objectives, resulting in a total of nine groups of outcome/objective statements under which one would report the activity or project data. Each activity will provide one of the following statements, although sometimes an adjective such as new, improved, or corrective may be appropriate to refine the outcome statement.

1. Accessibility for the purpose of creating suitable living environments
2. Accessibility for the purpose of providing decent affordable housing
3. Accessibility for the purpose of creating economic opportunities
4. Affordability for the purpose of creating suitable living environments
5. Affordability for the purpose of providing decent affordable housing

6. Affordability for the purpose of creating economic opportunities
7. Sustainability for the purpose of creating suitable living environments
8. Sustainability for the purpose of providing decent affordable housing
9. Sustainability for the purpose of creating economic opportunities

Based upon these categories, specific indicators appropriate to the activity help produce statements of national significance regarding the results of the activity. Indicators help determine how projects benefit low- and moderate-income persons as well as help shape how well activities fulfill one of the three major CDBG objectives.

HUD Sample Output Indicators:

1. Did people benefit from new/improved access to a public facility or infrastructure activity? How many? How many no longer only have access to a substandard facility or infrastructure activity?
2. How many people either received new or improved access to a service? How many no longer only have access to a substandard service?
3. Did the activity target a specific revitalization area, e.g., commercial, housing, comprehensive revitalization?
4. How many businesses were either newly created or retained?
5. How many jobs were either newly created or retained?
6. How much money was available from sources other than the CDBG (public or private)?
7. How many low- or moderate- income persons and/or households were served or assisted?
8. Was there slum or blight demolition?
9. How many homeless were given overnight shelter?
10. How many beds were created in overnight shelters/emergency housing?
11. How many households received emergency funding assistance to prevent homelessness?  
How many households received emergency legal assistance to prevent homelessness?
12. Do assisted businesses provide a good/service that meets the needs of the area/community/neighborhood (to be determined by the community?)

Indicators are not limited to the above examples.

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The following elements should be considered and included in performance measurements and evaluation procedures:

1. **Amount of money leveraged** from other federal, state, local and private sources. How much was received from resources other than the CDBG?
2. **Number of persons served, households served, units served** (e.g., booklets made and disseminated), or **beds assisted**, as appropriate.
3. **Income levels of persons or households** by: 30 percent, 50 percent, 60 percent, or 80 percent of area median income, per applicable program requirements. However, if a CDBG activity benefits a target area, that activity will show the total number of persons served and the percentage of low- and moderate-income persons served. Remember, the CDBG focuses on serving low-income neighborhoods. Note that this requirement is not applicable for economic development activities awarding funding on a “made available basis.”
4. **Race, ethnicity, and disability** (for activities in programs that currently report these data elements). This information is required by HUD.

HUD will combine the objectives, outcomes, and data reported for the indicators to produce outcome narratives that will be comprehensive and will demonstrate the benefits that result from the expenditure of these federal funds.

#### The link between Objectives, Outcomes, and Outcome Statements

	Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective #1 Suitable Living Environment	Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Objective #2 Decent Housing	Accessibility for the purpose of creating Decent Housing	Affordability for the purpose of creating Decent Housing	Sustainability for the purpose of creating Decent Housing
Objective #3 Economic Opportunity	Accessibility for the purpose of creating Economic Opportunity	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity

Information from CPD Outcome Performance Measurement System, found on <http://www.hud.gov/offices/cpd/about/performance/> under “Word - Appendix.”